

RECORDS RETENTION SCHEDULE

Genstat 25249

Submit three copies to: Department of General Services, California Records and Information Management, 344 North 7th St., Sacramento, CA 95814.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION California Department of Health Services		(2) AGENCY BILLING CODE 85467		(3) PAGE 1 OF 4 PAGES	
(4) DIVISION/ BRANCH/ SECTION Administration/Program Support Branch/Telecommunications and Leased Facilities Section		(5) ADDRESS MS 1404, 1501 Capitol Ave., Suite 71.2101, Sacramento, CA 95814			
CHECK THE APPROPRIATE BOX					
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]					
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) –(16)] (A new approval number will be assigned.)					
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)					
NEW SCHEDULE INFORMATION (If applicable)		(9) SCHEDULE NUMBER H06-01	(10) SCHEDULE DATE January 2006	(11) NUMBER OF PAGES 4	(12) CUBIC FEET (Total Schedule) 15
PREVIOUS SCHEDULE INFORMATION (If applicable)		(13) SCHEDULE NUMBER 191	(14) APPROVAL NUMBER 90-142	(15) APPROVAL DATE (S) September 20, 1990	(16) PAGE NUMBER(S) REVISED
(17) MISSION/FUNCTIONAL STATEMENT: The Telecommunications and Leased Facilities Section is responsible for meeting the space and telecommunications (voice and data) needs of the Department of Health Services.					
PART I – AGENCY STATEMENTS					
As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. <i>For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.</i>					
(18) SIGNATURE - MANAGER RESPONSIBLE FOR THE RECORDS 		(19) TITLE Section Chief		(20) PHONE NUMBER 826-4130	(21) DATE SIGNED 1/23/06
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.					
(22) SIGNATURE, RECORDS MGMT. ANALYST 		(23) CLASSIFICATION Associate Governmental Program Analyst		(24) NAME (Printed or Typed) Delmira Rosas-Pettit	(25) PHONE NUMBER (916) 650-0190
				(26) DATE SIGNED 1-27-06	
PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)					
(27) SIGNATURE – CalRIM CONSULTANT 		(28) APPROVAL NUMBER 06-032		(29) DATE SIGNED 1-31-06	(30) EXPIRATION DATE 1-31-2011
PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)				FOR ARCHIVES' STAMP	
THE ATTACHED RECORDS RETENTION SCHEDULE:					
(31) <input checked="" type="checkbox"/> Contains no material subject to further review by the California State Archives					
(32) <input type="checkbox"/> Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)					
(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE 				(34) DATE SIGNED Feb. 6, 2006	

ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)

			<u>Administrative Management Records</u>								Retention Criteria: Section Chief policy, unless otherwise noted. Destruction Criteria: Non-confidential waste paper recycle, unless otherwise noted.
1	3		Contracts	P	Active + 2 yrs.				Active + 2 yrs.		Active until contract expires, then retain for two years. Contracts and Purchasing Services Section maintains originals.
			<u>Records Management</u>								
2	.5		Report of Records Holdings	P	2 yrs.				2 yrs.		
3	.5		Records Retention Schedule	P	Current				Current		DGS recommended retention period. Retain as current until revised, superseded or rescinded. Note: Although revision is required every five years by DGS, records retention schedules that are not revised remain in effect but are considered non-current.
			<u>Program Management Records</u>								
			<u>Telecommunications</u>								
4	3		Telecommunications Service Request (STD 20)	P	Active + 2 yrs.				Active + 2 yrs.		Active until requests are completed and then retain for two more years.
5			Telecommunications E-mail Correspondence	M	Active + 2 yrs.				Active + 2 yrs.		Active until requests are completed and then retain for two more years. Official E-mail records are subject to the section's records retention schedule and must be retained for the same period of time as the records that most closely matches the subject matter contained within the E-mail message.

6	8	<u>Leases/Space</u> Requests: Telephone Equipment, Data/Voice Cabling Service Space Action Requests (STD 9) Moving—Transfer of Location of Equipment and Memos	P	Active + 1 yr.		Active + 1 yr.	Retain for one year from end of fiscal year in which encumbrance is liquidated.
7		Leases/Space E-mail Correspondence	M	Active + 1 yr.		Active + 1 yr.	Retain for one year from end of fiscal year in which encumbrance is liquidated. Official E-mail records are subject to the section's records retention schedule and must be retained for the same period of time as the records that most closely matches the subject matter contained within the E-mail message.
8	Total Cubic Feet = 15	Transitory E-mail (Applies to entire schedule.)	M				Transitory E-Mail consists of electronic messages that are created primarily for the communication of informal information. Destroy transitory E-Mail messages when they have served their purpose.

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Discontinued Records Items from Previous
Records Retention Schedule - Number 191 -

Item 1 - Activity Reports - Purged.

Item 2 - Chron - Purged

Item 3 - General Correspondence - Purged

Item 4 - Equipment Inventory - Purged

Item 5 - Audits, budgets, general information
- Purged

Item 7 - Opinions, correspondence - Purged

Item 8 - Organization charts, procedures -
Purged

Item 9 - Address roster, personnel policy and
procedures - Purged

Item 10 - Attendance - Purged

Item 11 - Employee Records: probation
reports, reviews - Purged

Item 12 - Hiring App's - Purged

Item 13 - General Information, memos,
guidelines - Purged

Item 14 - Request for personnel action -
Purged

Item 15 - Training, travel - Purged

Item 16 - Affirmative action, civil rights,
health/safety, labor relations, general
information - Purged

Item 19 - Transfer lists - Purged

Item 20 - Inventory Equipment - Purged

* Provide total of office and departmental